

Community Rail Partnership funding

Guidance for submissions

Overview

Southeastern is inviting proposals from Community Rail Partnerships and other local organisations for schemes to promote sustainable travel, bring together local communities and promote social wellbeing and economic development.

Interested parties are invited to submit bids for a share of **£400,000** in funding over a two-year period.¹

As well as established Community Rail Partnerships we are also inviting other local organisations to submit proposals, on the basis they commit to formally establishing a Community Rail Partnership by April 2021.

We have developed this request for proposals with Community Rail Network; the national organisation that accredits new partnerships and provides oversight and support for community rail across Britain. Community Rail Network has a dedicated page on its [website](#) that explains more.

Who is eligible?

1. Established **Community Rail Partnerships** (CRPs) who already run projects on the Southeastern network (i.e. Kent CRP, Sussex CRP and Darent Valley CRP).
2. **Other local organisations**, councils and community groups (who will need to commit to establishing a new Community Rail Partnership by 31 March 2021).

What criteria will be used to assess the proposals?

Successful bids will include activity that meets one or more of the four key pillars of the Government's Community Rail Strategy:

1. Providing a voice for the community
2. Promoting sustainable, healthy and accessible travel
3. Bringing communities together and supporting diversity and inclusion
4. Supporting social and economic development

Further detail on these four key pillars can be found within the Government's [Community Rail Strategy](#) – and bidders are encouraged to read this before making a submission.

¹ £200,000 is available for 2020/21 and a further £200,000 for 2021/22 – making a total fund of £400,000. £37,000 has already been allocated for 2020/21.

In addition, Southeastern is particularly keen to see the following outcomes:

- Increased walking and cycling to stations
- Modal shift from private car to rail
- Promotion of tourism, and associated travel by rail
- Station gardens and green spaces for the enjoyment of rail users and local communities
- Any activity which supports groups who may not frequently use the railway or visit stations, such as school children or socially disadvantaged groups

What will be funded?

Bidders should clearly set out the itemised cost of their proposals, including for example:

- Funding for staff (e.g. Line Officers) allocated to specific lines-of-route between two stations. At least one of the stations and/or services running on the line should be managed by Southeastern.
- Funding for any other staff (e.g. Education or Sustainable Travel Officers) who may have responsibilities covering multiple lines-of-route.
- Project funding for specific schemes and activities – potentially as part of wider collaboration with other third-parties (e.g. town, parish, district or borough councils).
- Funding for local printed guides, marketing activity, information boards, local research, and any other promotional material.
- Improvements to stations – which may include planters, gardens, signage, wayfinding and other cosmetic enhancements.
- Reasonable ancillary costs and overheads.

Community Rail Partnership officers will be provided with 'duty passes' providing free rail travel on Southeastern services for work purposes.

We may also be able to provide office accommodation and storage at our stations – and we encourage bidders to include this request in their proposals.

What should be included in the bid?

Bidders should include:

1. Details of the **specific activities** covered by the proposal, including:
 - Description of the activity – e.g. is it for activities along a particular line-of-route, or for a project at a specific station or across the wider community?
 - Specific outcomes and objectives that will be achieved by the activity
 - How the success of each activity will be measured
 - Overview of how the proposal will help benefit the local community
 - Assessment of how the proposal will deliver against the Government's Community Rail Strategy, and the Southeastern goals identified above.

2. How much **funding** is requested, with costing for each specific activity.

For example, this may include (but is not limited to) the following:

- Costs of establishing a new CRP and/or running an existing partnership
- Staff salaries and associated employment costs
- Project costs for community activity at a station e.g. community gardens
- Production costs for visitor information e.g. leaflets on local cycle routes
- Reasonable overheads and ancillary costs, such as accommodation or management charges

Costs **must** be broken down over two periods:

2020/21	1 July 2020 – 31 March 2021
2021/22	1 April 2021 – 31 March 2022

Bidders should also include details of third-party funding contributions from other organisations.

3. Details of the **organisation(s) involved** in the Community Rail Partnership.

Including, a list of all those involved in funding and collaborating on the project.

There should be information on roles and responsibilities, as well as governance for management and oversight of the scheme. This is especially important for organisations setting up new partnerships, who will need to commit to securing membership of Community Rail Network by April 2021.

Organisations involved in a Community Rail Partnership may include different levels of local government e.g. unitary authority or district, borough, town or parish council. in addition to other organisations, such as (but not limited to) environmental groups, civic amenity societies, transport groups or local community associations.

Considerations when compiling bids

Where two or more parties are interested in bidding for community rail activity on the same line-of-route, we expect them to **collaborate** on their proposals, and potentially submit a joint bid.

Proposals should be **modular** and itemised where possible, so we have the option of funding some specific activities within a bid if we are unable to fund the entire proposal.

When do I need to submit my bid?

Bids and any associated supporting documents should be submitted in electronic format to george.paterson@southeasternrailway.co.uk by 17:00 on **Friday 19th June**.

Southeastern will consult with Community Rail Network to assess the proposals received, and bidders will be informed whether they've been successful by Tuesday 30th June.